



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5200.13G
POC
23 Sep 91

MARINE CORPS ORDER 5200.13G

From: Commandant of the Marine Corps
To: Distribution List

Subj: LOCATION OF GENERAL OFFICERS AND GENERAL OFFICER SELECTEES

Ref: (a) OPNAVINST 4650.11F

Encl: (1) General Officer Movement Report

1. Purpose. To set forth the Commandant of the Marine Corps policy concerning reporting the location of all general officers and general officer selectees.

2. Cancellation. MCO 5200.13F.

3. Information

a. The Commandant frequently has a requirement to consult with various general officers on short notice. To facilitate this requirement the Marine Corps Command Center (MCCC) maintains a ready listing on the locations of all general officers and general officer selectees. It also compiles and publishes a daily listing of general officers absent from their duty station.

b. The MCCC's General Officer Locator (GOL) contains information on the following absences:

(1) All general officers on leave, hospitalized, on temporary additional duty, or executing permanent change of station.

(2) All general officers who are absent from their duty station for a period of 1 day or greater.

(3) Those general officers assigned to Headquarters, U.S. Marine Corps who will be absent from their offices for half a working day or more.

(4) Reserve and retired general officers ordered to temporary active duty should notify the MCCC with regard to their location during periods of active duty in accordance with above paragraphs.

4. Action. When any of the above apply, addressees will provide the information listed below to the Commandant of the Marine Corps (POC) by message, telephone (AV 225-7366, COMM 703 695-7366), facsimile (AV 227-2986, 703 697-2986), or letter:

a. Time permitting, detailed itineraries of scheduled travel should be received 48 hours to departure.

(1) Foreign travel itineraries will be classified on an individual basis. The area to be visited and the purpose of travel will influence the classification of an itinerary as per the reference. Theater commanders establish classification policies for their areas of responsibility.

(2) When commercial transportation is utilized within CONUS, itineraries listing departure/arrival times and locations will be labeled FOR OFFICIAL USE ONLY (FOUO). If flight numbers and the commercial carriers are listed in the itinerary, then that portion must be classified CONFIDENTIAL and the remainder is considered FOUO.

b. Immediate notification of any itinerary changes.

c. Telephone number and point of contact for each location listed on the itinerary.

d. Name and grade of the officer who succeeds to command during temporary absence, when appropriate.

e. Enclosure (1) is provided as a worksheet and can be locally reproduced. It may be telecopied to the MCCC.


J. R. DAILEY
Assistant Commandant
of the Marine Corps

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GENERAL OFFICER MOVEMENT REPORT

Date:

From: _____
(Command)

To: MARINE CORPS COMMAND CENTER

Subj: ITINERARY FOR _____
(Grade) (Name) (Billet)

1. SOURCE: _____
(Grade) (Name) (Billet) (Phone#)

2. PURPOSE OF TRAVEL:

3. ACTING: _____
(Grade) (Name) (Billet)

4. THE FOLLOWING TIMES ARE ALL LOCAL TIMES

ARRIVE	PURPOSE	LOCATION	DEPART	TELE #'s	DWH/AWH

ADDITIONAL INFORMATION:

ENCLOSURE (1)